

DEPUTY COMMISSIONER OF PLANNING AND DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS:

This position works under the direction of the Commissioner of Planning and Development and is charged with the formulation and administration of Planning and Development policies, programs, and procedures for Dutchess County and the administration of county planning, local government assistance, transportation, community investment, grants, and special programs. The incumbent assumes full managerial duties and oversight in areas such as strategic planning, departmental organization, budgeting and financial management, and personnel development with supervision exercised over professional and support personnel. In the absence of the Commissioner, the Deputy Commissioner has charge of department operations and acts for and on behalf of the Commissioner. Travel in the course of a workday may be required and assignments outside of normal working hours may be given. Direct and general supervision is exercised over subordinate department employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude assignment of activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Exercises administrative direction and supervision over all activities of the department including county planning, community planning, transportation, community development, grants, and special programs;
2. Participates and assists with advising the County Planning Board, County Executive, and Legislature on County and community issues related to planning and development;
3. Participates and assists with budget, personnel administration, formulation of departmental policies and procedures, and other managerial functions of the department;
4. Supervises and participates in the disciplinary, grievance and performance evaluation processes of the department;
5. Meets with other public officials regarding issues related to Planning and other department functions;
6. Represents the County and department on various committees and with the media;
7. Assists the Commissioner in carrying out all operations of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern managerial and supervisory principles, practices and techniques in order to effectively manage and supervise staff;

Knowledge of the purposes, principles, terminology and practices of municipal, regional and community planning;

Knowledge of transportation programs;

Knowledge of planning-related needs of local municipalities;

Knowledge of federal and state regulations related to the obtaining and administration of grants;

Ability to analyze planning projects on the basis of feasibility, economic soundness, and social desirability;

Ability to plan and manage departmental activities;

Ability to plan and supervise the work of others;

Ability to prepare detailed annual and special reports for State and other agencies on particular subjects or which summarize departmental activities;

Ability to meet and deal effectively with elected and appointed officials, as well as employees, union officials and the public to explain and support County and departmental positions;

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: *(continued)*

Ability to communicate effectively and clearly both orally and in writing on a variety of labor relations and civil service issues;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Planning or related field, and five (5) years of technical planning work experience in community, municipal, or regional planning, two (2) years of which must have been in a supervisory or administrative capacity;
- OR: (B) Bachelor's degree in Planning, or related field, and six (6) years of technical planning work experience in community, municipal, or regional planning, three (3) years of which must have been in a supervisory or administrative capacity;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

1. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.
2. Resident of Dutchess County at time of appointment.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

ADOPTED: 01/01/2015